

M e m o r a n d u m

Date: April 23, 2010

To: Office of Employee Assistance

Attention: Captain S. M. Coutts

From: **DEPARTMENT OF CALIFORNIA HIGHWAY PATROL**
Office of the Assistant Commissioner, Inspector General

File No.: 005.9968.11626.010

Subject: 2010 COMMAND PROPERTY INSPECTION REPORT

State Administrative Manual (SAM) Section 8652 requires Departments to conduct a physical count of all state owned property and reconcile the count with accounting records at least once every three years. Departmental records indicate the last command inventory by the Office of Employee Assistance was conducted on November 10, 2009. In order to provide independent verification and reasonable assurance to the Office of the Commissioner that the California Highway Patrol (CHP) inventory records are complete and accurate, your command was selected for a property inspection.

In accordance with procedures outlined in Highway Patrol Manual (HPM) 11.2, Materials Management Manual, and HPM 22.1, Command Inspections Program Manual, an inspection of your command's property, including vehicles and weapons, was completed by the Property Inspector (PI) on March 22, 2010. Using property records from the appropriate Offices of Primary Interest (OPI), the PI selected a random statistically-valid sample of property that was stratified across four property areas: general inventory control, telecommunications, fleet, and weapons (see Attachments B, C, D, and E). Additionally, the PI chose items within your command and compared them to the appropriate inventory records.

According to the OPI inventory lists, the command had a total property inventory population of 35 items (a). The statistically-valid sample at a 95 percent confidence level \pm 5 percent error rate provided a total stratified sample size of 25 items when rounded up to the next whole number (d).

Safety, Service, and Security

	Population Size	Percentage of Total	Calculated Sample Size	Predetermined List Sample Size
	(a)	(b)	(c)	(d)
ICU Decals	14	40.00%	9.20	10
Telecommunications	16	45.71%	10.51	11
Fleet	1	2.86%	0.66	1
Weapons	4	11.43%	2.63	3
Total	35			25

When comparing equipment recorded on the predetermined property inspection list to equipment located at the command, 24 of the 25 items were located. The one item that was not located was transferred out of the command. The property inspection results of the equipment recorded on the predetermined property inventory list to equipment located at the command are summarized in Attachment A.

When comparing equipment assigned to the command to the OPI inventory lists, six of the six items reconciled. The property inspection results of equipment located at the command to the OPI inventory list are summarized in Attachment B, C, and E.

I request your command research and investigate the minor discrepancy in accordance with departmental procedures outlined in HPM 11.2, Materials Management Manual, Chapter 8, Equipment, and work with the appropriate OPI(s) to rectify the variance. A Physical Inventory Adjustment Request, CHP 24, must be completed to adjust the inventory records. In order to verify that the above listed discrepancy has been rectified, please submit a memorandum to the Office of Inspections through your respective Division by July 23, 2010.

Furthermore, in accordance with the Governor's Executive Order S-20-09 to increase government transparency, this report will be posted on the CHP's internet website, and on the Office of the Governor's webpage, located on the State's Government website.

Office of Employee Assistance

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The Office of Inspections would like to thank your command for their assistance during this property inspection. If you have any questions or need additional information, please contact me or Roger Ikemoto, Senior Management Auditor at (916) 843-3160.

A handwritten signature in black ink, appearing to read "M. C. A. Santiago". The signature is fluid and cursive, with the first letters of each name being capitalized and prominent.

M. C. A. SANTIAGO, CIG, CLEA
Assistant Commissioner

Attachments

cc: Assistant Commissioner, Staff
Telecommunications Section
Office of Inspections, Audits Unit

ATTACHMENT A

**CALIFORNIA HIGHWAY PATROL
OFFICE OF INSPECTIONS, AUDIT UNIT
PROPERTY INSPECTION DISCREPANCY REPORT
Office of Employee Assistance
March 22, 2010**

ATTACHMENT A

EQUIPMENT DESCRIPTION	CHP NUMBER	LISTED ON PROPERTY RECORD BUT NOT FOUND	FOUND BUT NOT LISTED ON PROPERTY RECORD	MISSING DECAL OR CORRECTION NEEDED TO PROPERTY RECORD	TRANSFER	NOT AVAILABLE FOR INSPECTION	COMMENTS
Hand Held Radio	R67090				X		CHP 266, 3-18-10, to 047T

ATTACHMENT B

**CALIFORNIA HIGHWAY PATROL
2010 ICU PROPERTY INSPECTION REPORT
Office of Employee Assistance (016)**

ATTACHMENT B

	ASSET #	DESCRIPTION	VEHICLE/MISC.	Y	N	A	T	C	OTHER
PROPERTY INSPECTION LIST TO EQUIPMENT									
1	113913	PRINTER	MY97V1B1DN	X					
2	126048	FAX MACHINE	GAG1FN01830	X					
3	148732	COMPUTER	2UA70905DK	X					
4	150052	PRINTER, BLACK / WHITE	CNRXC74646	X					
5	157631	COMPUTER	2UA804182W	X					
6	157826	COMPUTER	MXL80807J1	X					
7	157829	COMPUTER	MXL80807HC	X					
8	157830	COMPUTER	MXL80807H9	X					
9	157837	COMPUTER	MXL80807GZ	X					
10	AF00848	PRINTER LASERJET 4000N (REF 107491)	USEF147570	X					
EQUIPMENT TO INVENTORY LIST									
1	143518	PRINTER	CNGXF12100	X					
2	146369	COPIER	66000398	X					
3	148408	LAPTOP	0037263792	X					
4	150053	PRINTER, COLOR	CNYBF28059	X					

LEGEND

(Y) = INSPECTED (N) = NOT INSPECTED (A) ADDITION (T) = TRANSFER (C) = CORRECTION

ATTACHMENT C

CALIFORNIA HIGHWAY PATROL
2010 TELECOMMUNICATIONS PROPERTY INSPECTION REPORT
Office of Employee Assistance (016)

ATTACHMENT C

	ASSET #	DESCRIPTION	SERIAL #	Y	N	A	T	C	OTHER
PROPERTY INSPECTION LIST TO EQUIPMENT									
1	R100533	Cellular Telephone		X					
2	R44799	Mobile Repeater	7610474	X					
3	R57529	Control Head - Mobile		X					
4	R58116	Mobile Radio	9935007	X					
5	R62323	Hand-Held Radio	402AWW5771	X					
6	R65180	Hand-Held Radio	402AWYB010	X					
7	R67090	Hand-Held Radio	402AXA3766				X		CHP 266, 3-18-10, to 047T
8	R71121	Battery Charger - Radio		X					
9	R71526	Battery Charger - Radio		X					
10	R98129	Cellular Telephone	07602360905	X					
11	R99912	Cellular Telephone		X					
EQUIPMENT TO INVENTORY LIST									
1	R99892	Cellular Telephone	A000000733EA28	X					

LEGEND

(Y) = INSPECTED (N) = NOT INSPECTED (A) ADDITION (T) = TRANSFER (C) = CORRECTION

ATTACHMENT D

STATION	EQUIPMENT ID	LICENSE	DESCRIPTION	YEAR	MAKE	MODEL	PM LOC
016	3QDY788	5LML010	1	2005	FOR	CRNVIC	001

Page Number: 1

If any vehicles have been transferred - attach CHP 57 form(s)

VERIFIED BY: _____ DATE: _____

COMMANDER'S SIGNATURE : _____

LEGEND

(Y) = INSPECTED (N) = NOT INSPECTED (A) = ADDITION (T) = TRANSFER (C) = CORRECTION

ATTACHMENT E

Department of California Highway Patrol
Complete Area Inventory
016 - Office of Employee Assistance

ATTACHMENT E

March 8, 2010

Officer Issued Weapons

(201) Issued to officer

<u>ID#</u>	<u>Last Name</u>	<u>First Name</u>	<u>Ser#</u>	<u>Control#</u>	<u>Comments</u>
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]

Issued to officer: [REDACTED]

(201) Issued to officer

<u>ID#</u>	<u>Last Name</u>	<u>First Name</u>	<u>Ser#</u>	<u>Control#</u>	<u>Comments</u>
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]

Issued to officer: [REDACTED]

Officer Issued Weapons Total: [REDACTED]

Area Grand Total: [REDACTED]

LEGEND

(Y) = INSPECTED (N) = NOT INSPECTED (A) = ADDITION (T) = TRANSFER (C) = CORRECTION

SUPPORTING DOCUMENTATION

☐ Return ☐ Repair ☐ Transfer
☐ Loan, return by: _____

EQUIPMENT
MAJOR, MINOR, SENSITIVE, COMPUTER, TELECOMMUNICATIONS, ETC.

[illegible]

RECEIVED BY (SIGNATURE)	PRINTED NAME	DATE	AUTHORIZED BY
<i>[Signature]</i>	Victor Toppin	3-18-10	